
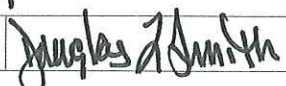
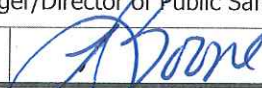
 <b>NORFOLK</b> Department of Police	<b>Operational General Order – OPR-715: Body worn Cameras</b>		
	Office of Preparation: Office of Support Services (adr)		
	<b>CALEA:</b>	41.3.8	
LEGAL REVIEW DATE:	Oct 11, 2017	PRESCRIBED DATE:	10.19.17
City Attorney:		City Manager/Director of Public Safety:	
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:			

**Purpose:**

This order establishes police and procedures for the use of Body worn Cameras (BWCs).

**Policy: (CALEA 41.3.8.a)**

It is the policy of the Norfolk Police Department that sworn officers issued or utilizing Body Worn Cameras (BWCs) shall activate the equipment when use is appropriate to the proper performance of official duties to document officer/citizen interactions, and recordings are consistent with this policy and established law. The use of audio/visual devices within the operational environment of the department provides an efficient modality towards efforts to deliver optimal law enforcement services to the citizens of Norfolk. This policy does not govern the use of surreptitious recording devices used in undercover operations, or any other established methods of recording activities during criminal investigations.

**Supersedes:**

1. G.O. OPR-715: Body Worn Cameras, dated July 13, 2015
2. S.O. 15-001: Body Worn Cameras, dated February 3, 2015
3. Any previously issued directive conflicting with this order

**Order of Contents:**

- I. General Procedures
- II. Data Storage
- III. Data Access and Review
- IV. Extra Duty Employment

## I. General Procedures

### A. Administration

The department has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

1. To allow for accurate documentation of police/citizen contacts, arrests, critical incidents, and to serve to enhance the accuracy of officer reports and court testimony.
2. To enhance the department's ability to review: probable cause for arrests; officer/citizen interactions; evidence gathering for investigative and prosecutorial purposes; and to provide additional resources for officer evaluation and training.
3. Documenting crime, conducting investigations of vehicular accidents, critical incidents, preliminary investigations, and the collection of physical evidence or contraband.

Audio and video recordings are hereafter referred to as recordings or data.

### B. General Use of BWCs **(CALEA 41.3.8.b)**

1. Officers issued BWCs will initiate equipment operation to record contact with citizens in the performance of official work-related duties. This includes self-initiated or dispatched calls for service. BWCs shall remain activated until the event is complete in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy (see Section I., D. below). Completion of events include, but are not limited, to the following:
  - a. Conclusions of arrests to include magistrate presentation, delivery of prisoners to a temporary holding cell, an interview room, juvenile intake or detention center, transfer to another jurisdiction, or other appropriate location.
  - b. Conclusions of preliminary investigations when properly cleared via dispatch or relieved by responding detectives or other units.
  - c. Conclusions of traffic stops or crash investigations.
  - d. Upon being relieved from critical incidents.
  - e. When citizen contact has ceased and the officer is awaiting arrival of a tow truck driver or similar situation when BWC recording is not necessary.

- f. Once an event has stabilized, if it is necessary to discuss issues regarding the incident with officers or supervisors in private, BWC operation may cease. This includes Patrol Training Officers providing guidance and general feedback to officers under their supervision.
  - g. The event is of such significant duration, and no activities are occurring that are exigent or evidentiary in nature, and it is necessary to power down BWC in the interest of saving power and storage capacities.
  - h. When generally cleared from a call for services by dispatch.
  - i. When ordered to do so by a supervisor
- 2. Prior to deactivating BWC's, officers shall announce the incident has concluded and the recording will cease. This requirement is satisfied if the officer clears by radio transmission which is audible on the BWC recording.
  - 3. Whenever practical and safe, officers shall inform citizens they are being recorded. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Documentation of such failure may include a contemporaneous on-camera statement by the officer in question, or a notification in writing via the chain of command.
  - 4. Civilians shall not be allowed to review recordings at the scene. Citizens desiring access should be directed to the Public Information Officer (PIO) for information.

C. Procedures for BWC Use **(CALEA 41.3.8.e/f)**

- 1. Officers who are issued BWC equipment must utilize the equipment according to this order or unless otherwise directed by supervisory personnel.
- 2. Officer issued BWCs will inspect for proper function at the beginning of each shift to ensure buffer mode and tones function properly at activation. Care for BWC equipment is the responsibility of individual officers and will be used in a reasonable fashion to ensure proper functioning. Equipment malfunctions will be brought to the attention of the immediate supervisor as soon as practical. Officers and supervisors with a BWC in need of repair will complete and submit PD Form 559: Police Equipment Incident Report.



3. Police personnel will use only BWCs issued by this department. BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Norfolk Police Department.
4. Officers and supervisors issued BWCs must complete approved training to ensure proper use and operation. Training will include proper startup of the equipment, care, maintenance, and general usage in the field, as well as docking, charging, uploading of data, and proper tagging of electronic data. In-service training will be required to ensure continued effective use, proper calibration and function, and to incorporate changes, updates, or other revisions in policy and equipment.
5. Officers will not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police. This does not include routine daily uploading of data, nor the capturing of data by supervisory personnel and Technology Support Unit (TSU) staff for the purpose of producing evidence for court or other administrative purposes.
6. Officers are not permitted to purposely interrupt BWC recording operations so as to prevent data collection. This includes blocking or manipulating camera lenses, or interfering with the equipment's ability to receive audio signals. Officers will wear the BWC during their shift, with the controller seated in its holster and the cord retention clip engaged, at all times during which they could reasonably anticipate becoming involved in a situation for which activation is appropriate and in accordance with this policy. However, officers should not wear BWCs in situations where any recordings are prohibited, such as court, or closed door public or private meetings.
7. Officers are encouraged to inform their supervisors of any recordings that may be of value for training purposes.
8. Officers will note in incident, arrest, and related reports, such as case reports, when recordings were made during the incident in question. BWC recordings are not a replacement for written reports.
9. Message event numbers will be included in the narrative when events are captured on BWCs.
10. If an officer is suspected of wrongdoing or involved in an officer-involved shooting, or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the recording.
11. Officers operating vehicles equipped with the In-Car Video system will activate BWCs as soon as practical according to this policy and in addition to procedures outlined in ADM-510: In-Car Video System.

D. BWC Use and Equipment Restrictions **(CALEA 41.3.8.b)**

BWCs will be used only in conjunction with official law enforcement duties. BWCs will not generally be used to record the following:

1. Communications with other police personnel without the permission of the Chief of Police. Officers shall not use the BWC to record interactions solely with or among other department employees except in circumstances in accordance with this order. Officers shall not use the BWC for personal use or any other reason inconsistent with the policy and procedures of this order.
2. Encounters with undercover officers or confidential informants.
3. When on break or otherwise engaged in personal or unofficial activities.
4. In locations where individuals have a reasonable expectation of privacy, such as restrooms or locker rooms.
5. When in private homes and businesses, officers should advise citizens of BWC use. When requested to turn off the BWC, officers may do so when conducting routine police activities. Officers should capture the request to deactivate the device on camera before powering down.
6. Officers preparing to take a statement from crime victims or witnesses will advise them of BWC use regardless of location. Victims and witnesses may decline to give a statement which is to be captured on BWCs. Officers should endeavor to capture the rejection of BWC use *on camera* and then power down the device prior to proceeding with the statement. This policy does not affect detectives who use established recording procedures when taking victim/witness statements unless they are utilizing a BWC.
7. Brief consensual encounters with citizens are not required to be recorded. If, in the officer's judgment, the tenor of the encounter turns to suspicion, or contains important information which requires immediate action, the officer should activate the BWC. In public places, if BWCs are recording prior to a citizen requesting non-crime related assistance, and the citizen requests the BWC to cease recording, officers may comply if they feel the request is reasonable and in accordance with this order.
8. Assignments to special events such as Harbor Fest, Grand Illumination, or other parades or details. However, Officers assigned to such events who are called to police actions will activate recording as soon as practical and according to this order.
9. While securing prisoners or dealing with victims or witnesses at medical facilities, officers may continue BWC operation unless requested by medical staff to pause recording due to the sensitivity of treatment being provided at the time. Officers should capture the request to deactivate the device on camera before powering down. Officers recording during deathbed confessions or who are receiving information considered to be exigent in nature will continue BWC operation. Officers will use extreme discretion when using BWCs in medical facilities and will endeavor to not



capture video of patient activity not directly related to the purpose of their presence. During such medical facility discretion, Section I., C.6 above does not apply. While generally moving through medical facilities, BWCs may be powered down.

10. Clandestine recordings of others when no search warrant or court order exists if one would otherwise be required.
11. Supervisors and detectives conducting criminal investigations against sworn departmental personnel shall not use BWCs to do so. Other types of surveillance equipment may be used for this purpose, and no captured data gathered during these types of investigations may be uploaded to evidence.com or any other cloud-based storage facility. If the need for BWC use arises, the officer is to be notified of its use by the investigating Supervisors or detective

E. Supervisory Responsibilities **(CALEA 41.3.8.c/g)**

1. Supervisors will ensure officers issued BWCs utilize them in accordance with policy and procedures contained in this order. Supervisors will order officers to activate or deactivate BWCs in accordance with this order.
2. Supervisors will request TSU to provide copies of recordings for training and performance review purposes at the command level. TSU will keep records that indicate how many copies were produced, for what purpose, and the intended destination of the copy. These copies may be delivered to the Training Division for use as a broader training tool, but TSU will be notified of any such recording transfer. Recordings not useful as training tools will be returned to TSU for destruction after proper tracking documentation has been completed.
3. The supervisor, will also review other relevant BWC data from other officers involved in the event in question to ensure accurate reporting. Additionally, supervisors will review existing BWC data with regards to the following:
  - Officer involved crashes
  - Vehicle pursuits
  - Officer personal injury
  - Use of force
  - Known citizen complaints
  - Officer down situations
  - Officer in need of immediate/emergency assistance
  - Any incident supervisors feel is appropriate to review in accordance with this policy.

4. Supervisors may randomly inspect BWC equipment at any time to ensure proper function and maintenance of equipment. Supervisors will do so according to training standards established by TSU and the equipment manufacturer.
5. Supervisors will randomly select one BWC operating officer per month for the purpose of data and performance review. Supervisors will observe the chosen officer log on to evidence.com and access his or her uploaded data. The reviewing supervisor will then randomly select three CAD event identified videos and review them with the officer. A critique of the officer's performance regarding each of the three videos will then take place. Results of the review will be noted on PD Form 715: Audio Visual Recording Review (Attachment). Supervisors will give feedback at the time of review, as appropriate, to include the following;
  - a. Praise or award recommendation for outstanding performance.
  - b. Suggestions for improvement of deficient performance.
  - c. Corrections for minor policy violations.
  - d. Initiation of formal discipline, if appropriate.
  - e. Initiation of formal retraining efforts.
6. Supervisors will notify TSU of all unresolved equipment malfunctions and damage.

## II. Data Storage (CALEA 41.3.8.d)

- A. All Body worn Cameras will be docked for data transfer according to approved training procedures prior to the end of the officer's shift.
- B. Proper File identification and notation will be completed within a reasonable timeframe after the device has been docked and include an I.D., a Title and a Category. File identification shall be performed when the video/videos in questions will hold evidentiary or investigatory value, or when they are directed to do so. Officers who capture relevant data while not on an event message, will request an appropriate message from dispatch as soon as practical and utilize that event number in accordance with file identification.
- C. When tagging files for identification, officers will set the I.D. field to the CAD event number. Officers will also update the title to reflect the officers last name, their 5-digit employee number and either the Event Type, Location, and/or Detainee. If multiple videos are associated with a single CAD event the videos shall be sequenced in the order in which they were recorded.
  1. Example: I.D.: P15052700001
  2. Example Event Title: Last Name, 11111, Domestic – 1234 Granby St. #1



3. Example Arrest/Detention Title: Last Name, 11111, Domestic – Doe, John  
A. #1

- D. All BWC data is the property of the Norfolk Police Department. Accessing, copying, or releasing collected data contrary to this policy is prohibited.
- E. Records of data access will be audited by TSU to ensure that only authorized users are accessing data for legitimate purposes in accordance with this policy.
- F. Files are to be stored in accordance with state records retention laws and no longer than useful for purposes of training, or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency. Recordings copied and produced as evidence will be stored until the case is completely adjudicated. Considering the above, recordings having no evidentiary or investigative value may be generally deleted after 30 days of storage.
- G. Commanding Officers are responsible for coordinating with TSU when needed to determine appropriate locations to store and maintain BWC equipment, and charging/docking stations.

### III. Data Access and Review (CALEA 41.3.8.c)

- A. Officers will use BWC data to recollect events in preparing reports, arrest notes, determining pursuit routes, and reviewing statements of suspects, victims, and witnesses. Officers may use the BWC playback feature to critique their own performance. Officers may use personally owned smart phones with the appropriate application and Bluetooth technology to review recorded data in the field, or to use the system for officer safety and tactical purposes.
- B. BWC data may be reviewed for training purposes as follows:
  - 1. Patrol Training Officer assessment of officers under their authority.
  - 2. Supervisor assessment of probationary officers.
  - 3. Supervisor assessment of officers for the purpose of Performance Management reviews.
  - 4. Generally, review recordings to ensure departmental policy and procedures are being followed, and review tactical and officer safety practices.
  - 5. Training Division supervisors may request TSU to copy stored data for the purpose of formal instruction and re-training unless requested otherwise by the Chief of Police, Commonwealth's Attorney's Office, or prevented by order of a court.



- C. Requests of TSU staff for data to be copied for officer court preparation, when needed, will be made as soon as possible, but no later than seven working days prior to trial. Situations beyond officers' control will be handled by supervisors on a case-by-case basis.
1. Requests for copies of recorded data needed for arrest folders may be made via email by an investigator or a supervisor to TSU. Investigators and officers are to properly package, mark, and voucher the original recorded data and submit as evidence to the Property and Evidence division. Copies of the data are to be maintained in the case folder and provided to the Commonwealth Attorney upon request or submission of case folder(s) for purposes of case adjudication. (Original recorded data that is vouchered and submitted to the Property and Evidence Division preserves the chain of custody for purposes of case adjudication). In the case of DUI/BUI arrests and investigations, the arresting officer is considered the investigator and shall follow the steps to properly voucher and submit the original recorded data to the Property and Evidence Division. Copies obtained for case/arrest folders, including misdemeanor cases prosecuted only by officers, will be placed in the arrest folder and offered as evidence when appropriate. Officers are not required to utilize recordings to assist in the prosecution of misdemeanor cases. Officers will voucher an original recorded data and make two (2) copies if they will be utilizing recorded data for a case. Officers who feel a particular recording does not aid in the prosecution of a case may provide court testimony in the traditional fashion. BWC recordings copied for court presentation that are not collected by the court as evidence will be maintained in the case folder, or returned to TSU for destruction if no formal arrest folder is utilized. TSU will keep appropriate tracking logs for such purposes.
  2. Officers who directly receive a motion for discovery regarding recorded data will follow established procedures for such motions and will not request a copy from TSU.
- D. Requests for deletions/redactions of recordings (e.g. in the event of an unintended personal recording outside of the scope of official duties) must be submitted to the immediate supervisor. After review, supervisors will forward the request (email or hardcopy) to the Chief of Police. Upon approval, the data in question may be deleted/redacted by TSU. All deletions/redactions must be in accordance with state record retention laws. All requests and final decisions shall be kept on file.
- E. Supervisors receiving a complaint against an officer utilizing a BWC will determine if the incident in question was recorded. If so, supervisors will notate in their reports of the existence of the recording. Investigating authorities, commanding officers, or Office of Professional Standards staff who require a copy for internal investigation purposes will make a request through TSU.

F. Detective Division supervisors investigating officer involved shootings will review relevant BWC recordings and request a copy through TSU as required as part of the investigation. Detective Division supervisors will record and track copies made for this purpose according to procedures established by the C.O.

G. Body Worn Camera Video Request Procedures are listed as follows:

- a. Search for the Videos – In Evidence.com select the Evidence tab and utilized the search fields to identify what, if any, videos exist.

Option 1: ID Field – Enter the CAD Number (search without the P for best results).

Ex. P17010100001	[P]	[170101]	[00001]
	Police	Year-Month-Day	Event Sequence Number

This will locate all videos labeled with the CAD number in the ID Field. If this search yields no videos, or officers you know are involved have no videos tagged with the CAD number, move on to Option 2.

Option 2: Name/Date Fields – Enter the individual officers last name (or employee ID) and select the officer from the drop-down list. Then select the start and end date for the incident.

This will locate all videos for the officer on the listed date(s). If they have any labeled videos you will be able to see what they labeled them as. If your search yields no videos, unlabeled or mislabeled videos move on to step b.

It is important to note that the Library of Virginia sets the standard for digital evidence retention. All videos are automatically queued for deletion after 30 days unless a CATEGORY is added to it. If your inquiry is beyond the 30-day window and you can't locate any videos while searching, it is likely they have been deleted and may not be recoverable. If it is not recoverable you will contact TSU to have them attempt a recovery of the data through their system.

- b. Contact the Officer(s) – It is the officer's responsibility to label videos or correct any labeling issues. Contact the officer(s) to ensure you have the correct case information and their videos are properly labeled and categorized.
- c. Verify the videos have been labeled – Repeat step a. Option 1. This will confirm the officer(s) has correctly labeled their videos. If you send a request without verifying the videos have been properly



labeled you may receive correspondence from TSU asking you to complete step b. Contact the Officer(s).

- d. Request the videos – Utilize the Kiosk program to request the videos. “View Only” requests will be shared with the requestor for a period of 10 days. “Hard Copy” requests will include all videos for the listed officer(s) on the request that match the ID on the request.

It is important to note that the kiosk requires a 12-digit ID to be valid. This is achieved by utilizing a “P” at the beginning of the ID number.

H. The PIO may review recorded data in preparation for release to media outlets as directed by the Chief of Police. Copies for this purpose may be made as directed and PIO staff will coordinate through TSU. Copies may also be edited or redacted to preserve the privacy of individuals unrelated to the case who may have been captured by the recording. Freedom of Information Act requests for BWC data will be handled according to established procedures.

I. Evidence.com will not be accessed during off-duty hours by officers except in accordance with this order. TSU may restrict evidence.com access by predetermining select police department I.P. addresses.

J. Except for “critical use of force incidents” as defined in J below, all release of body worn, car or other police camera video must be authorized by the Chief of Police or his designee.

“Critical use of force incidents” are incidents in which:

1. An officer uses force resulting in death or a life-threatening injury requiring hospitalization;
2. A vehicle pursuit results in death or a life-threatening injury requiring hospitalization; or
3. An arrested or detained suspect dies while in police custody.

K. In accordance with the guidelines and processes provided in L below, the Deputy City Manager in his/her role as the Director of Public Safety will determine whether to “release” videos of critical use of force incidents. When the Deputy City Manager in his/her role as the Director of Public Safety determines a video will be released, he/she will determine whether to provide a copy or a limited viewing.

L. The following are steps and factors for evaluating whether to release videos of critical use of force incidents:

1. As soon as practicable, the police department shall notify the Commonwealth Attorney of a critical use of force incident. After a critical

use of force incident, the police department will share the camera footage with the Deputy City Manager in his/her role as the Director of Public Safety, the City Attorney and Commonwealth's Attorney. As soon as practicable and as their investigations progress, the Chief of Police and Commonwealth Attorney's shall advise the Deputy City Manager in his/her role as the Director of Public Safety whether the release of a copy to the public in a limited or unlimited manner is likely to jeopardize an investigation or prosecution, cause a suspect to flee, result in the destruction of evidence, or otherwise compromise the criminal investigative process and if so, advise of the particular risk and how long they request the release to be delayed. When a critical use of force incident is investigated by the State Police, the Chief of Police shall ask the State Police if they have reason the video should not be released;

2. The nature of the incident and whether it took place in a public or private location; incidents showing sexual assault or domestic violence generally should not be released;
3. Any feedback from the recipient of the force at issue and any witnesses or family members of the recipient;
4. Whether redacting or blurring parts of the footage will not do enough to protect juveniles, victim privacy rights, potential witnesses or other individuals with a reasonable expectation of privacy;
5. Whether releasing footage will provide protected information; for example, whether officers are undercover; addresses, social security numbers or other identifying information about officers or witnesses that should be kept confidential;
6. Consideration of the opinions of the Chief of Police, State Police, when they are investigating, and Commonwealth's Attorney regarding whether the footage, when released, could interfere with an ongoing investigation or adversely affect the prosecution of an ongoing criminal matter or reasonably anticipated criminal litigation;
7. Any relevant federal or state laws; and
8. After receiving the video footage, the Deputy City Manager in his/her role as the Director of Public Safety should consult with the City Council on whether to release the footage;
9. After consulting City Council, the Deputy City Manager in his/her role as the Director of Public Safety should determine whether to release the video in a limited or unlimited manner.

#### IV. Extra Duty Employment

- A. BWCs MUST be utilized during any extra duty hours compensated by the city. BWCs may be utilized, when available, for approved private business extra duty employment such as shopping centers, convenience stores, or harbor security.
- B. Officers who capture BWC data during any additional time or extra duty employment, may upload the data at the end of the shift or at the beginning of



their next regularly scheduled police department shift. However, BWCs must have a sufficient charge by the beginning of the next regularly scheduled on-duty shift to fulfill a complete tour of duty.

**Definitions:**

Body Worn Cameras (BWCs): A point-of-view video system that is worn on the uniform or person of officers issued the equipment.

In-Car Cameras (ICCs): A vehicular mounted video system which works at the command of the operator or automatically in conjunction with emergency operations of police vehicles.

Tagging: The act of labeling a specific audio/visual recording after it has been uploaded to the designated server.

**Related Documents:**

1. G.O. OPR-145: Electronic Reporting System
2. G.O. ADM-410: Property and Evidence
3. G.O. ADM-510: In-Car Video System

**Attachments**

- A. PD Form 715 – Audio Visual Recording Review
- B. PD Form 559 – Police Equipment Incident Report
- C. Sample Voucher
- D. Video Extract Request User's Guide

# Norfolk Police Department

## Audio Visual Recording Review

PD 715

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Officer: \_\_\_\_\_ In-Car: ☐ BWC: ☐

Duty Assignment: \_\_\_\_\_

Video Data Reviewed: CAD Number 1: \_\_\_\_\_

CAD Number 2: \_\_\_\_\_

CAD Number 3: \_\_\_\_\_

Positive Performance Noted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Negative Performance Noted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officer Comments (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action if Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Officer Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

*To be completed according to G.O.s OPR-715: Body Worn Cameras and ADM-510: In-Car Video System*



PD 559

NORFOLK POLICE DEPARTMENT  
POLICE PROPERTY/EQUIPMENT INCIDENT REPORT

Instructions: This form will be completed and submitted via chain of command as soon as practical.

- Original forwarded to Property and Evidence Unit.
- Copy one to be maintained by submitting employee's command.
- Copy two to be forwarded by commanding officer, with approval, to Property and Evidence Unit if immediate property/equipment replacement is necessary.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ The following City/Department property/equipment was:

☐ Lost ☐ Damaged ☐ Destroyed or ☐ Stolen (include serial # if known):

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |

Circumstances of Incident:

Item entered in NCIC: ☐ Yes ☐ No ☐ Unknown IBR Report Number \_\_\_\_\_

Name: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

---

To: Chief of Police \_\_\_\_\_ Date: \_\_\_\_\_  
From: Commanding Officer \_\_\_\_\_ Subject: First Endorsement

- ☐ After a thorough investigation of the above report, I find that this property/equipment  
WAS / ☐ WAS NOT ☐ Lost ☐ Damaged, ☐ Destroyed, ☐ Stolen as described above,  
and recommend that the employee be ☐ HELD / ☐ NOT HELD responsible for the property/equipment.  
☐ Investigation not complete, but I recommend immediate issuance of replacement property/equipment.

\_\_\_\_\_  
Commanding Officer

---

To: Property and Evidence Unit \_\_\_\_\_ Date: \_\_\_\_\_  
From: Chief of Police \_\_\_\_\_ Subject: Second Endorsement

The reporting employee ☐ is ☐ is not responsible. Replace property/equipment, complete additional reports, and/or  
adjust personnel records as appropriate.

\_\_\_\_\_  
Chief of Police

---

RECEIPT: Date: \_\_\_\_\_ The following property/equipment was issued to me by the  
☐ Property and Evidence Unit, or \_\_\_\_\_ Unit

Notes:

\_\_\_\_\_  
Employee Receiving Property/Equipment

\_\_\_\_\_  
Property Clerk/Issuing Officer



2017-54892

## PROPERTY AND EVIDENCE VOUCHER

Case No.

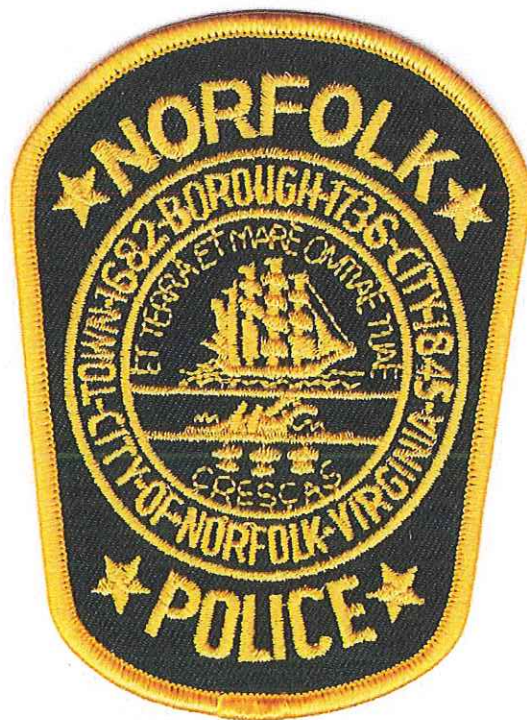


Agency Name <i>Norfolk Police Department</i>		ORI <i>VA VA1170000</i>	Date / Time Reported <i>01/28/2017 02:45 Sat</i>	Case No. <i>170128000015</i>
Owners Name (Last, First, Middle - DOB)		Address		Phone
Found in possession of		Address		Phone
Location from which property was obtained <i>BACK YARD OF BUILDING</i> Address <i>1325 JOHNSTONS RD, Norfolk, VA 23513-</i>			Collecting Officer <i>(32535) GARCIA, ARTURO F</i>	
No.	Property Control number	Description of articles <i>(Include model, serial no., identifying marks, condition, etc.)</i>		Property Value
<i>I</i>	<i>54892-5588033</i>	<i>9MM LUGER SHELL CASING</i> <i>WINCHESTER</i> Serial No.: <i>BRONZE</i> Category: <i>EVIDENCE</i> IBR Status: <i>EVIDENCE</i> Quantity: <i>1</i>		<i>\$1.00</i>
Narrative <i>Responded to shots fired call, 9mm luger winchester shell casing collected from behind 1325 Johnstons Rd. Hold for court.</i>				
Officer's Name <i>(32535) GARCIA, ARTURO F</i>		Supervisor Name <i>(13955) BURNS, DONALD KENNETH</i>		Case Status <i>Pending Action</i>
Officer's Signature		Submitted Date <i>01/30/2017 00:00:00 Mon</i>		Case Disposition



# Video Extract Request User's Guide

*(Procedures for Requesting Body Worn Camera and/or In-Car Camera Videos)*



*Created by:*

**NORFOLK POLICE DEPARTMENT**

**TECHNOLOGY SUPPORT UNIT**

**23 MARCH 2017**

# BWC Video Request Procedure

## Step 1: Search for videos

In Evidence.com select the Evidence tab and utilize the search fields to identify what, if any, videos exist.

**Option 1:** ID Field - Enter the CAD number (search without the P for best results).

Ex. P17010100001	[P]	[170101]	[00001]
	Police	Year-Month-Day	Event Sequence Number

This will locate all videos labeled with that CAD number in the ID field. If this search yields no videos, or officers you know are involved have no videos tagged with the CAD number, move on to **Option 2**.

**Option 2:** Name/Date Fields - Enter the individual officers last name (or employee ID) and select the officer from the drop-down list. Then select the start and end date for the incident.

This will locate all videos for the officer on the listed date(s). If they have any labeled videos you will be able to see what they labeled them as. If your search yields no videos, unlabeled or mislabeled videos move on to **Step 2**.

**\*\*Note:** The Library of Virginia sets the standard for digital evidence retention. All videos are automatically queued for deletion after 30 days unless a category is added to it. If your inquiry is beyond the 30-day window and you can't locate any videos while searching, it is likely they have been deleted and may not be recoverable\*\*

## Step 2: Contact the Officer(s)

It is the officer's responsibility to label videos or correct any labeling issues. Contact the officer(s) to ensure you have the correct case information and their videos are properly labeled and categorized.

G.O. OPR-715 instructs as to the proper labeling procedure.

## Step 3: Verify the videos have been labeled

By repeating **Step 1 – Option 1** you can confirm the officers have correctly labeled their videos. If you send a request without verifying the videos have been labeled you may receive correspondence from TSU asking you to complete **Step 2**.

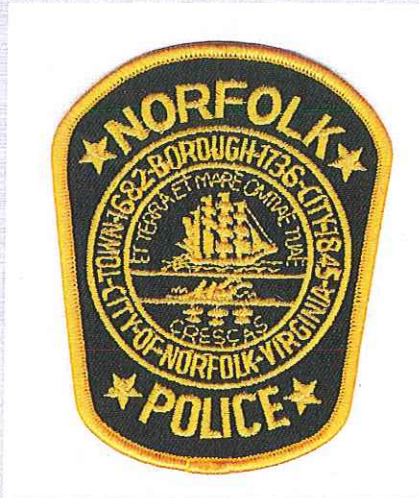
## Step 4: Request the videos

Utilize the Kiosk program to request the videos. "View Only" requests will be shared with you for a period of 10 days. "Hard Copy" requests will include all videos for the listed officer(s) on the request that match the ID on the request.

**\*\*Note:** The kiosk requires a 12-digit ID to be valid. This is achieved by utilizing a "P" at the beginning.



# Norfolk Police Department



## Technology Support Unit Services System

Version: 1.0.4.12

Enter

Exit

This is the starting "Splash" Screen. *The version number may change with updates to the program.* Click enter to begin. **Before starting this process, confirm that the Officer has "tagged" the videos you will be requesting with the CAD or Incident ID. **THIS IS MANDATORY!****



# TSU SERVICES

Technology Support Unit Services System

Version 1.0.4.12

Employee ID:



TSU Helpdesk Check In



Video Disc Request

Enter Employee ID and then  
select "Video Disc Request"  
to enter your Video Request.

QUIT



Enter your employee ID in the appropriate box and click on the "Video Disc" button. Your name will be prefilled as the requestor.

## 1. Creating the Request



Select "Request Video Extract Disc" to enter a request for a video disc extract. The person at TSU creating the Video Disc will use this information to download the requested videos. *Any videos not tagged properly will not be downloaded and placed on the Video Disc.*



Video Disc Request

## Video Extract Disc Request

☐ View Only  
☒ Hard Copy

**CAD Number (VI)**  
 P16031900179

**Date of Request:**  
 08/17/2016 03:24:41 PM

**Court Date:**  
 / /

**Disk Title / Description**  
 [Empty Field]

**Defendant:**  
 [Empty Field]

**Video Date/Time**  
 Start: 01/01/2016 12:00:00 AM  
 End: / / : : AM

**Type:**  
☒ Body Worn Camera  
☐ In Car Camera  
☐ Both Body Worn & In Car Cams

**Purpose:**  
☐ Evidence  
☐ FOIA  
☐ Discovery  
☐ Case Folder  
☐ Subpoena Duces Tecum

**Officer:**  
 [Empty Field]

**Vehicle:**  
 [Empty Field]

**Justification:**  
☒ Traffic Court  
☐ Criminal Court  
☐ Circuit Court  
☐ Juvenile & Domestic Court  
☐ OFS Investigation  
☐ Other Internal Investigation  
☐ Other (Explain in Notes)

**Requestor:**  
 Requestors Name will be placed here

**Investigator:**  
 [Empty Field]

**Prosecutor:**  
 [Empty Field]

**Request Notes:**  
 [Empty Field]

**CREATE DVD**

**Mandatory Entries**

Submit    Reset    Cancel

The Highlighted fields are **MANDATORY** for the creation of the Video Disc.

1. If the justification of "Other (Explain in Notes)" is selected, you are required to justify the extract in the "Request Notes" field.
2. If the request is for In-Car camera, you will need to enter the Vehicle ID (not the Unit ID)



Video Disc Request

## Video Extract Disc Request

☒ View Only  
☐ Hard Copy

**CAD Number (V)**

**Date of Request:**

**Court Date:**

**Disk Title**  **Description**   
**Defendant:**

**Video Date/Time**  
**Start:**   
**End:**  :  :  M

**Officer:**

**Vehicle:**

**VIEW ONLY**

**Type:**  
☒ Body Worn Camera  
☐ In Car Camera  
☐ Both Body Worn & In Car Cams

**Purpose:**  
☐ Evidence  
☐ FOIA  
☐ Discovery  
☐ Case Folder  
☐ Subpoena Duces Tecum

**Justification:**  
☐ Traffic Court  
☐ Criminal Court  
☐ Circuit Court  
☐ Juvenile & Domestic Court  
☐ OPS Investigation  
☐ Other Internal Investigation  
☐ Other: (Explain in Notes)

**Request Notes:**

This is a **MANDATORY** entry. Enter the CAD ID or Incident Number (12 digits) used to tag the videos for extract. This must be entered before you can proceed with entering the request. The CAD ID format is "P" + YYMMDD + 5-digit sequence number. The IBR format is YYMMDD + 6-digit sequence number.

Validation will be performed against the CAD ID (Call for Service) against the call for service table in ILeads. If it is valid, the field background will turn green. If the CAD ID is not found, the background will turn **red** and not allow further entry until corrected.


Incident numbers are not validated (Yet) and will be indicated by a blue background when entered.

To request “**View Only**” access to Body Worn Camera Videos on Evidence.com, Select “**View Only**”.



The screenshot shows a web form titled "Video Ex1". On the left, there are two radio button options: "View Only" (which is selected) and "Hard Copy". Below these options, there are two input fields: "CAD Number (V)" containing the text "P16031900179" and "Date of Request:" containing the text "08/17/2016 03:24:41 PM". To the right of the form, there is a large blue button with the text "VIEW ONLY" in white capital letters.

To request a hard copy of the video, select “**Hard Copy**”.



The screenshot shows a web form titled "Video Ex". On the left, there are two radio button options: "View Only" and "Hard Copy" (which is selected). Below these options, there are two input fields: "CAD Number (V)" containing the text "P16031900179" and "Date of Request:" containing the text "08/17/2016 03:24:41 PM". To the right of the form, there is a large red button with the text "CREATE DVD" in white capital letters.

If the request is initially entered for View Only, the request can be modified under the Update Request option and resubmitted without creating a whole new video request. *(this will be discussed later)*



Video Disc Request

☒ View Only  
☐ Hard Copy

## Video Extract Disc Request

**CAD Number (V)**  
P18031900179

**Date of Request:** 08/17/2016 03:24:41 PM

**Court Date:** / /

**Disk Title / Description**

**Defendant:**

**Video Date/Time**  
**Start:** 01/01/2016 12:00:00 AM  
**End:** / / : : M

**Officer:**

**Vehicle:**

**Type:**  
☒ Body Worn Camera  
☐ In Car Camera  
☐ Both Body Worn & In Car Cams

**Purpose:**  
☐ Evidence  
☐ FOIA  
☐ Discovery  
☐ Case Folder  
☐ Subpoena Duces Tecum

**Justification:**  
☒ Traffic Court  
☐ Criminal Court  
☐ Circuit Court  
☐ Juvenile & Domestic Court  
☐ OPS Investigation  
☐ Other Internal Investigation  
☐ Other: (Explain in Notes)

**Request:**

**Request Notes:**

**VIEW ONLY**

**Select Purpose for the Video Extract.**  
 You may select more than one Purpose.  
 This will determine the number of  
 copies of the Extract created.

**Reset** **Cancel**

You may select more than one purpose, however, some may be mutually exclusive. For example, you should not select Evidence and FOIA on the same request. This will determine the number of copies of the Extract created.

☒ View Only
 ☐ Hard Copy

## Video Extract Disc Request

CAD Number (V)

PIE031900179

Date of Request:

08/17/2016 03:24:41 PM

Court Date:

Disk Title / Description

Defendant:

Video Date/Time

Start: 01/01/2016 12:00:00 AM

End: / / : : AM

Officer:

Vehicle:

Type:

☒ Body Worn Camera
 ☐ In Car Camera
 ☐ Both Body Worn & In Car Cams

Purpose:

☐ Evidence
 ☐ FOIA
 ☐ Discovery
 ☐ Case Folder
 ☐ Subpoena Duces Tecum

Justification:

☐ Traffic Court
 ☐ Criminal Court
 ☐ Circuit Court
 ☐ Juvenile & Domestic Court
 ☐ OPS Investigation
 ☐ Other Internal Investigation
 ☐ Other: (Explain in Notes)

Request Notes:

Submit

Reset

Cancel

VIEW ONLY

Select Justification for the Video Extract.

"Other" must be explained in the "Request Notes" block.



Video Disc Request

## Video Extract Disc Request

☒ View Only  
☐ Hard Copy

**CAD Number (V)**  
 P16012800173

**Date of Request:**  
 08/17/2016 03:52:44 PM

**Court Date:**  
 / /

**Type:**  
☒ Body Worn Camera  
☐ In Car Camera  
☐ Both Body Worn & In Car Cams

**Disk Title / Description**  
 EXAMPLE REQUEST ENTRY

**Purpose:**  
☒ Evidence  
☐ FOIA  
☐ Discovery  
☐ Case Folder  
☐ Subpoena Duces Tecum

**Defendant:**  
 EDWARD NYGMA

**Video Date/Time**  
 Start: 01/22/2016 10:00:00 AM  
 End: 01/22/2016 10:30:00 AM

**Officer:**  
 JAMES GORDON

**Vehicle:**  
 6000

**Requester:**  
 MICHAEL MURPHY

**Justification:**  
☒ Traffic Court  
☐ Criminal Court  
☐ Circuit Court  
☐ Juvenile & Domestic Court  
☐ OPS Investigation  
☐ Other Internal Investigation  
☐ Other: (Explain in Notes)

**Investigator:**  
 A.C. DOYLE

**Request Notes:**  
 This is where you place additional information about the request.

**Prosecutor:**

Click "Submit" to create the Video Request

**VIEW ONLY**

**Submit**   **Reset**   **Cancel**

Click "Submit" to create the Video Request.



Video Disc Request

## Video Extract Disc Request

☒ View Only  
☐ Hard Copy

**CAD Number (VI)**  
 P16012600173

**Date of Request:**  
 08/17/2016 03:52:44 PM

**Court Date:**  
 / /

**Disk Title / Description**  
 EXAMPLE REQUEST ENTRY

**Defendant:**  
 EDWARD NYGMA

**Video Date/Time**  
 Start: 01/22/2016 10:00:00 AM  
 End: 01/22/2016 10:30:00 AM

**Officer:**  
 JAMES GORDON

**Requester:**  
 MICHAEL MURPHY

**Investigator:**  
 A.C. DOYLE


**Prosecutor:**

**Type:**  
☒ Body Worn Camera  
☐ In Car Camera  
☐ Both Body Worn & In Car Cams

**Purpose:**  
☒ Evidence  
☐ FOIA  
☐ Discovery  
☐ Folder  
☐ ena Duces Tecum

**Request Notes:**  
 This is where you place additional information about the request.

Microsoft Visual FoxPro

 Please print the Request, Scan and Email this Request to TSU

If you have a PDF printer driver (Adobe PDF, Gaaiho PDF, Nuance PDF or CutePDF Writer) installed on your PC, you have the option of printing the request form directly to PDF (as indicated by the message above).

Print Preview

Norfolk Police Department  
Technology Support Unit  
Request for Body Worn / In-Car Camera Video  
Request Date: 08/17/16 03:52:44 PM

Request For: ☒ Body Worn Camera Video ☐ In-Car Camera Video

CAD Event Number: P16012600173  
Required per G.O. OPR-715  
CALEA 41.3.8.4

Title / Description  
EXAMPLE REQUEST ENTRY

Video Date/Time: Starting: 01/22/16 10:00:00 AM Ending: 01/22/16 10:30:00 AM

Defendant  
EDWARD NYGMA

Officer  
JAMES GORDON

Vehicle  
6000

Requestor  
MICHAEL MURPHY

Investigator  
A.C. DOYLE

Prosecutor

Additional Instructions  
This is where you place additional information about the request.

VIEW ONLY

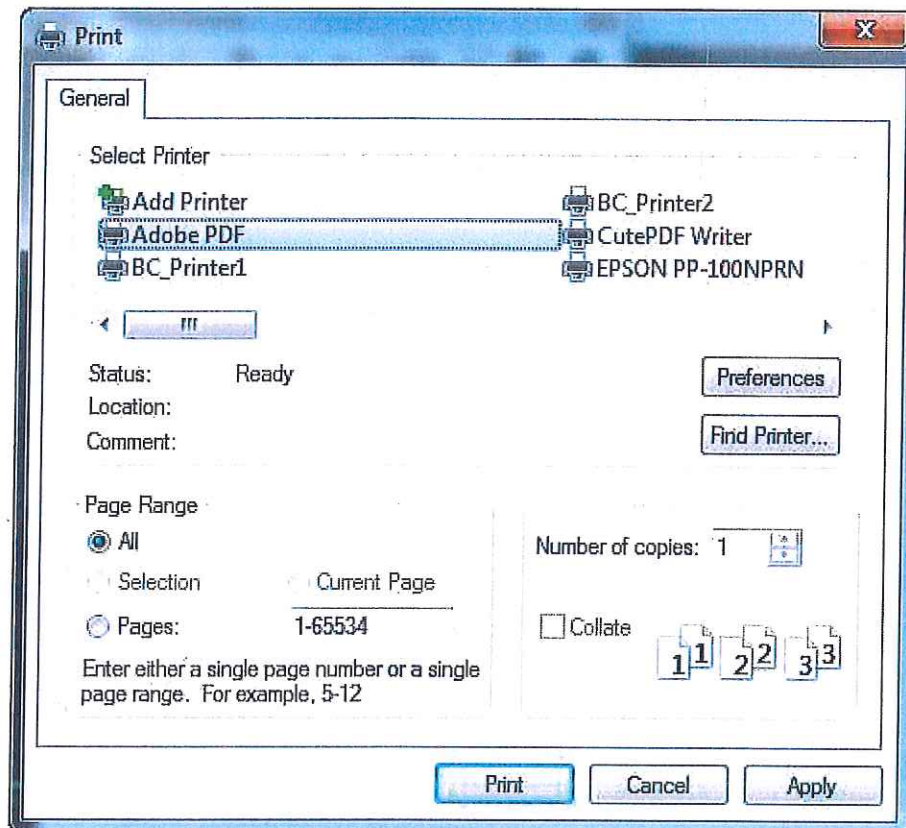
Click here to print the video request.

This indicates the you selected the "View Only" option. No hard copy discs will be created.

This is the Video Request Tracking Number.

Page 1

TSU Video Reference Number: 2016-428



If you do not have a PDF printer driver (**Adobe PDF**, **Gaiho PDF** or **CutePDF**), you may select a physical printer to print the form. After printing the form, scan and email the printed copy to:

[PDTSU@norfolk.gov](mailto:PDTSU@norfolk.gov) (PD – TSU Outlook Group).

You will be contacted by email when the Video Disc is ready for pick up.



## 2. Updating the Request



You may select "Update Video Extract Request" to modify your request before the extract and disc creation has been started.





Video Disk Request Update

☒ View Only  
☐ Hard Copy

## Video Extract Request Update

VRN: 428

CAD / Incident / Case ID: P16012600173      Date of Request: 08/17/2016 03:52:44      Court Date: 01/01/1900

Disk Title / Description: EXAMPLE REQUEST ENTRY

Defendant: EDWARD NYGMA

Video Date/Time:  
Start: 01/22/2016 10:00:00 AM  
End: 01/22/2016 10:30:00 AM

Officer: JAMES GORDON      Vehicle: 6000

Requestor: MICHAEL MURPHY

Investigator: A.C. DOYLE

Prosecutor:

TSU Author:

Picked Up By:

Date Picked Up: 01/01/1900 12:00:00 AM

**Purpose:**  
☒ Evidence  
☐ FOIA  
☐ Discovery  
☐ Case Folder  
☐ Subpoena Duces Tecum

**Justification:**  
☒ Traffic Court  
☐ Criminal Court  
☐ Circuit Court  
☐ Juvenile & Domestic Court  
☐ OPS Investigation  
☐ Other Internal Investigation  
☐ Other: (Explain in Notes)

VIEW ONLY

**Request Notes:**  
This is where you place additional information about the request.

**Pick Up Notes:**

You may Update the Request, **Cancel the Request** and / or Reprint the Request from this screen.

If you originally requested "**View Only**", you may change that to "**Hard Copy**" and reprint the request.

**Note:** The CAD ID / Incident ID and Request Date are not modifiable.